

Student Record Book

NOTE: Do not copy this page for students.

The Student Record Book is a way for students to reflect on various activities and record the options they choose as they learn more about themselves and the world of work. The Student Record Book can be compared to a "CTV-Career Transport Vehicle" Owner's Manual. The record book includes details about the options available and provides an opportunity to record some of the reasons students choose particular options. Part of the record book can be used in the SEOP with parents.

Students should be told that they should keep the book at school and keep it looking nice for the SEOP. At the end of the school year students can take the book home. Many schools choose to place certain pages of the record book in the student's SEOP file. The entire record book could be given to parents during the SEOP in 8th grade.

The record books can be placed in binders or pocket folders and stored in the CTE Intro classrooms. The method of managing the record books will be left up to the school CTE Intro team. Schools that use pocket folders place the record books in hanging folders and place the folders in crates or filing cabinets.

As part of the orientation, some schools have the students develop covers for their record books. Various ideas are provided in the orientation section. Also, feel free to modify and customize the cover of the record book with a school mascot, etc.

The record book in this tab is a master copy. It is to be copied back to back. If you need a one-sided master contact the Utah State Office of Education. If your copier has the capability you may want to make the section divider sheets in another color.



RECORD BOOK



Name: _____

Class Period: _____

WELCOME! to CTE Intro

This class is designed to help you learn more about yourself and more about the world of work. You will have many opportunities to get your *hands on* some real work tasks, and to think about your *personal reactions* to these work tasks. You'll also assess personal characteristics and learn how your *characteristics* support your *occupational choices*. You'll develop your personal *Student Education Occupation Plan (SEOP)* with the support of parents, teachers, and friends. To help you better understand the connections between your personal characteristics and the characteristics of occupations, you will explore occupations grouped by *career fields*.

Career Fields are made up of occupations grouped together because the workers share similar interests. In addition, many schools have suggested programs of study that will help you build the special skills necessary for success within each field. Choosing a career field that matches your interests will help you determine the best courses to take in high school. It will also help you choose extra curricular activities and identify work-based learning opportunities.

Six broad career fields are used in CTE Intro, and you will have opportunities to learn which career field best suits you. By exploring different career fields you will discover how "core subjects" in school - language arts, math, social studies, science - are essential to success, no matter which career field you choose. You'll learn about characteristics specific to each field, and how your personal characteristics fit with occupational requirements.

Choosing a career field doesn't lock you into anything! You can always make a new choice as you have more educational experiences, take new classes, try out various jobs, and learn more about yourself. *Career planning really is a lifelong process.*

This Student Record Book should help you evaluate your personal progress toward understanding yourself related to the world of work, and to design a meaningful and flexible Student Education Occupation Plan.